



NOTICE OF MEETING

AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 21 September 2016 at 7.30pm**

AGENDA

Item No.

1. To receive declarations of interest
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council meeting held on 31 August 2016. Pages 1 - 8
4. To receive any Police Liaison Officer's report.
5. To receive correspondence & agree action/response arising from the minutes.
Minute 16/208 1.2, Quotation supplied for CCTV at Sprowston Pavilion. Pages 9 - 15
6. To receive any written/verbal reports from Sprowston County and District Councillors. Pages 16 - 18
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To receive the report of the Town Clerk and make decisions on: Pages 19 - 67
 - 1.1 Phase 4 Blue Boar Lane Skate Park Proposal
 - 5.1 Campaign to Protect Rural England
9. Adjourn the meeting for a short break.
10. To consider planning applications to 21 September 2016. Page 68
11. To receive any written/verbal reports from the Council's Committees and Working Groups.
Finance Working Group - Recommendation to take a £1.5m loan from the public works loan board on an annuity basis at an average, at time of meeting, 1.77% rate, £44,692.28 half year equalling £89,298.56 per annum with a request that the precept is considered in line with these loan charges. Pages 69 - 70
12. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
13. To confirm the payment of accounts to 21 September 2016. Pages 71 - 73
14. To receive the schedule of credit card payments. Pages 74
15. To receive the schedule of direct debits. Page 75

COUNCIL MEETING – 31 AUGUST 2016

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 31 August 2016, the following Members were present:-

Mr J Ward – Chairman

Mr W F Couzens	-	Mr T Landamore
Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr J H Mallen
Ms G Landamore	-	Mr C L Noble

Mr N Shaw

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

3 members of the public were present

16/196. APPOINTMENT OF CHAIRMAN OF THE COUNCIL

Mr R J Knowles proposed and Mr N Shaw seconded the nomination of Mr J M Ward to Chair the meeting.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr J M Ward chair the meeting.

16/197. OBITUARY

The Chairman of the Council reported the death of Mr John Bracey who became a Town Councillor in 2011 and also served on the District Council working extremely hard on behalf of the residents of Sprowston. Members stood for a minutes silence out of respect for the late Mr Bracey.

16/198. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No & Heading	Nature of Interest
Mr C L Noble	Minute 16/211 Planning Application - 2016/1407	Former employee of Anglian Water Services Ltd and in receipt of pension

16/199. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs B J Lashley, Mr K Lashley and verbal apologies from Mr I Moncur.

16/200. MINUTES

The Minutes of the Council meeting held on 20 July 2016, having previously been circulated to all Members were confirmed and signed by the Chairman.

16/201. POLICE LIAISON OFFICER'S REPORT

PC Nick Roberts introduced himself as the new Beat Manager for the area and reported that Inspector Lisa Hooper would be taking over from Inspector Graham Dalton.

PCSO Kane Casburn elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting and answered Members questions therefrom.

16/202. PRESENTATION - QUATRO

Representatives from Quatro gave a detailed presentation on a proposed housing development in Thorpe Woods, Thorpe St. Andrew and answered Members questions therefrom.

16/203. CORRESPONDENCE

- (a) Socially Conscious Capital
- (b) Parish/Town Council consultation meeting for devolution of Norfolk & Suffolk
- (c) Plan Eat Save
- (d) Norfolk Association of Local Councils Great Yarmouth Area Meeting
- (e) Norfolk Association of Local Councils - The Future of Health and Social Care in Norfolk and Waveney

16/204. ALLOTMENTS RODENT CONTROL

Referring to Minute 16/173 1.2, the Town Clerk reported that during the process of terminating their contract Pest Express had offered a revised cheaper quotation than CGM Group with an additional saving of £294 plus VAT, and a further saving next year of £654 plus VAT.

RESOLVED to extend the Council's contract with Pest Express.

16/205. RESIGNATION OF CARETAKER/CLEANER

The Town Clerk reported the resignation of Mark Anderson from the position of caretaker cleaner and future retirement of Alan Colk.

RESOLVED to authorise the Town Clerk to advertise and fill the posts of Caretaker/Cleaner at 15 hours per week and 22 hours per week.

16/206. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) The County Library Service can now be 24/7 with the help of a free app which can be down loaded onto smartphones or tablets. This allows users to search for books, download e-books and manage their library account.
- (2) A new exhibition of 160 years of YMCA history opens on 6 September 2016 at Bridewell museum, Norwich.
- (3) Drainage works will take place on Cere Road, 50 metres both sides of the junction with Bewit Road from 16 - 21 September 2016.

16/206. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Mrs J Leggett reported that:

- (1) she had spoken to various people regarding busses using Allens Lane and was waiting to see if this issue was now resolved.
- (2) the Police had been targeting parking on Merlin and Sparhawk Avenue.
- (3) PCSO Sarah McCue would not be returning to Sprowston, PCSO Steve Downs would continue in his role.
- (4) the proposed school on land at Home Farm, Blue Boar Lane is to be a primary school with nursery provision. A Stakeholder and Cluster Schools meeting was scheduled to be held on 12 September 2016 to discuss the schools needs under the free school presumptive guidance.

Mr Shaw reported that

- (1) he had chaired Broadland District Councils final accounts meeting and the recommendation from the external auditors was good.
- (2) issues relating to potholes, verges, trees etc. could be reported to Norfolk County Council on-line.

16/207. RESIDENT'S QUESTIONS

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

No questions were received and the meeting was reconvened.

16/208. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1.1 Land between Gurney Drive and Cottage Plantation and Amenity Area at Rowan Court

Having considered the report of the Town Clerk it was

RESOLVED to formally adopt land between Gurney Drive and Cottage Plantation and Amenity Area at Rowan Court, currently owned by West Norfolk Tomatoes Limited Title Deed NK633660, at nil purchase cost and individual disbursements

1.1.2 Cottage Plantation

Having considered the report of the Town Clerk it was

RESOLVED to formalise a peppercorn lease of Cottage Plantation from the Gurney family, at the same time as adoption of Harrisons Woodland.

1.2 Sprowston Pavilion Recreation Ground Road

Members noted the recent damage to Sprowston Pavilion Roof and other acts of vandalism to Council property and it was suggested that the Town Clerk investigate the cost of CCTV.

1.3 Wilks Farm Drive Larger Play Area

In view of the 2011 annual inspection and further acts of vandalism to the multi-play junior unit at Wilks Farm Drive it was

RESOLVED to authorise the Town Clerk to accept the quotation of £1,853.40 from FLP Outdoor Play Solutions to remove the multi-play junior unit at Wilks Farm Drive, and to consider provision of play equipment in this area when preparing the Council's budgets.

CEMETERY

2.1 No Matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION

4.1 Appointment of Ground Maintenance Person

Members noted the appointment of Mr David Bircham to the post of Grounds Maintenance Person at a salary commencement of spinal column point 21 to 25 commencing 1 September 2016.

4.2 Greater Norwich Growth Board - Loan

Members compared the financial terms of the Greater Norwich Growth Board and Public Works Loan Board (PWLB) to fund the development of Sprowston Diamond Centre. After a comprehensive debate it was agreed that the Council's preferred funding stream for £1.5m was the PWLB and it was

RESOLVED to agree that that the Council's preferred funding stream was a loan of £1.5m from the PWLB and that the period of borrowing time be referred to Councillors Mr I Moncur, Mr R A Fowkes, Mr K Lashley, Mr J H Mallen and Mr N Shaw, and for them to report to the next meeting of the Council.

4.3 Financial Regulations

In view of changes to banking arrangements under Minute 16/193, and in accordance with advice from Auditing Solutions Limited it was

RESOLVED that

(a) 6.21b) of the Council's Financial Regulations be changed to:

"Income received from casual sports hire may at the discretion of the Responsible Financial Officer be paid into the petty cash float"

16/208. REPORT OF THE TOWN CLERK (CONTINUED)

resulting in a saving of bank charges on depositing the funds and drawing petty cash from the bank account.

(b) 9.5 of the Council's Financial Regulations be changed to:

"All sums received on behalf of the council shall be banked intact as directed by the RFO with the exception of 6.21 b) above. In cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary."

PLANNING AND TRANSPORTATION

5.1 Broadland District Council - Community Workshop

Members noted the flyer giving details of a workshop "From Drought to Downpours - Preparing for Severe Weather in Broadland"

5.2 Broadland District Council - Community at Heart 2016

Members noted the email from the Communications Officer at Broadland District Council, requesting nominations for the Broadland Community at Heart Awards 2016.

5.3 Broadland District Council - Greater Norwich Local Plan - Broadland Town and Parish Council Issues Workshop

Members noted the invitation from the Greater Norwich Local Plan Team to a workshop session being held at Thorpe Lodge on Wednesday 21 September 2016 between 7.00pm and 9.00pm.

5.4 Norwich Northern Distributor Local Authority Forum

Members noted the email from the Community Liaison Officer (NDR) advising of the second forum to be held at County Hall (Edwards Room) on Wednesday 14 September 2016 at 6.30pm.

ENCLOSURES

6.1.1 Sprowston, Spixworth and Old Catton draft SNAP meeting minutes 6 July 2016

6.1.2 Paston Footprints press release and flyer

16/209. QUARTERLY REVIEW OF 2016 - 2017 ACTION PLAN

Members carefully considered the 2016 - 17 Action Plan and reviewed the ranking, budget and update against each activity. The Town Clerk answered Members questions relating to specific items and it was

RESOLVED to accept the 2016 - 17 Action Plan update.

16/210. MEETING ADJOURNMENT

On the motion of Mr J M Ward, seconded by Mr T Landamore it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

16/211. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

- (a) to raise no objection to the following applications:

2016/1133 - Variation of Conditions 1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 17, 21, 23, 24, 25 & 29 of Planning Permission 20130363 at Site 4, Norwich International Airport, Amsterdam Way

2016/1230 - Side & Rear Extension & Conversion of Roof Space at 8, Cuthbert Close

2016/1223 - Change of Use from Office to Hair & Beauty Salon at 1B, Cannerby Lane

2016/1243 - Attached Garage to Side and New Front Boundary Wall/Gates at 28, North Walsham Road

2016/1246 - Single Storey Side Extension at 13, Chenery Drive

2016/1248 - Construction of a Temporary Vehicular Access on Salhouse Road in order to serve Parcel 3, Blue Boar Lane

2016/1288 - Single Storey Extension to Side at 118, St. Margarets Drive

2016/1337 - Erection of Single Storey Rear Extension at 85, Moore Avenue

2016/1407 - Reserved Matters Application - Submission of Details Pursuant to Condition 26 of Outline Planning Permission 20080367 relating to the Appearance & Layout of the Sewage Pumping Station at 6, Edwards Road

2016/1431 - Pitched Roof Extension to Front at 5, Edwards Road

2016/1435 - 4 No. Internally Illuminated Fascia Signs, 6 Poster Frames (Including 2 Entrance Vinyls) on Front Elevation at Dunelm Mill, 1 - 2, Sprowston Retail Park, Salhouse Road

2015/1802 - Demolition of Existing Buildings, Redevelopment to Provide an A1 (Shop) Unit and an A3 Drive -Through Café, Alterations to Vehicular Access, Parking, Landscaping and External Works at Former Royal Observer Corps, Chartwell Road subject to the access from Clabon Road being removed, no turning in/out across the carriageway and a reduction in opening hours to 10.00pm it was also noted that this would be a Broadland District Council officer delegated decision.

Y/5/2016/5015 - Removal of condition 3 attached to planning permission Y/5/2016/5005 at Sparhawk Infant & Nursery School, Sparhawk Avenue

- (b) whilst the Council had no objection to the granting of planning application 2016/1204 - Single Storey Extensions to Front, Side and Rear and Addition of First Floor Dormer at 1, Gage Road concerns were expressed with regard to the size of the extension on this corner plot and visual impact on the street scene.

PLANNING (CONTINUED)

- (c) whilst the Council had no objection to the granting of planning application 2016/1382 - Erection of Lidl Store (Use Class A1) & Associated Works including Parking & Landscaping Members were extremely disappointed that this area of land is not now to be used for community use. It was also felt that a store of this nature would attract a lot of pedestrian shoppers and there was a need for an additional pedestrian crossing on Blue Boar Lane between the Wroxham Road Roundabout and the second roundabout, to accommodate this increase.

16/212. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

16/213. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

A written report was received from Mr W F Couzens and Mr C L Noble on their attendance at the Parish/Town Council consultation meeting for devolution of Norfolk & Suffolk.

16/214. EXTERNAL AUDITORS REPORT 2015/16

Members noted the report of the External Auditor for 2015/16 and congratulated the Town Clerk.

16/215. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 JUNE 2016

Members noted the summary of income and expenditure and balance sheet to 30 June 2016.

16/216. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 31 August 2016 totalling £23,143.13 and answered Members' questions arising therefrom.

On the motion of Mr R A Fowkes, seconded by Mr J M Ward it was

RESOLVED that payment of the accounts to 31 August 2016 totalling £23,143.13 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

16/217. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £835.42 was approved and noted.

16/218. SCHEDULE OF DIRECT DEBITS

The schedule and supplementary schedule of direct debit payments totalling £13,648.32 was approved and noted.

There being no other necessary business the Chairman thanked Members for their attendance and declared the meeting closed.

21 September 2016

CHAIRMAN

From: Neil Hanson <neil@thealarmco.co.uk>
Sent: 07 September 2016 10:19
To: JHunt
Subject: Recreation Pavillion CCTV system
Attachments: Sprowston CCTV lett NH161557.pdf; ATT00001.htm; Sprowston CCTV quote NH161557.pdf; ATT00002.htm; Sprowston spec NH161557.pdf; ATT00003.htm; S22C-6e16071009120.pdf; ATT00004.htm

Hi June

Please find attached the first of the quotation for the proposed CCTV system to help protect the thatched roof and flat roof area plus the yard and area.

I have allowed for an 8 camera DVR unit with 4tb of hard drive this will allow for an expansion of the system if required plus giving you approximately 28 days recording, the cameras to be installed are vandal resistant domes.

I have included a plan to give you an idea of the locations and coverage, if you have any questions please do not hesitate in contacting me.

kind regards

Neil Hanson

Security Consultant

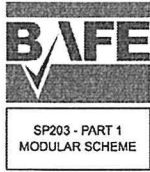
Mobile 0787 933 6554
Office 01603 722920
Fax: - 01603 720435

Email neil@thealarmco.co.uk

This e-mail is confidential. If you are not the person to whom it is addressed, you may not print, copy or distribute it. If you have received this e-mail in error, please notify us immediately to support@thealarmco.co.uk and delete it from your system.

Due to the nature of the Internet, in communication solely by e-mail (without hard copy confirmation) The Alarm Company is unable to accept responsibility for any breaches of confidence which may arise through use of this media. Similarly, opinions, conclusions and other information expressed in this e-mail are not given or endorsed by The Alarm Company without hard copy confirmation.

The Alarm Company (Norwich) Limited, Gainsborough House, Dewing Road, Rackheath, Norwich NR13 6PS is registered in England Number 2739209 VAT Number 595 3019 25



June Hunt
Sprowston Parish Council
Council Office
Recreation Ground Road
NORWICH
NR7 8EW

Our Ref. NH16/1557
Issue No. 1

Date 5/9/2016

Dear Hunt

Proposed Installation of a CCTV System.

Thank you for giving us the opportunity to provide you with our proposals for a CCTV System, comprehensive details of which are enclosed.

Whilst considering our proposals may we draw your attention to the benefits of choosing The Alarm Company, and the assurances we give.

- You can be assured that you have selected a reputable local **ISO 9000 Quality Assured NSI Gold Approved** company who will listen and act on your requirements.
- You can be assured of a professionally designed and installed system carried out by our fully trained staff, all of whom have a comprehensive knowledge of and many years experience in the Security Industry.
- You can be assured of an initial 12 month guarantee on all new equipment and labour combined with our 365 days a year, 24 hour emergency service department which will be there should you need it.
- In addition to cash and cheques, we also accept Maestro, Mastercard and Visa (surcharge may be applicable).

When you have made your choice please complete the enclosed Quotation and return it to our office. A deposit of 50% of the installation charge (£1060.2) is required with your order.

We shall then contact you to arrange a suitable installation date.

The balance and any maintenance and or monitoring charge is required upon completion.

If you require any additional information, please do not hesitate to contact me directly

Yours sincerely

Neil Hanson
Security Consultant

• Gainsborough House, Dewing Road
• Rackheath, Norwich Norfolk NR13 6PS

• Telephone: (01603) 722920
• Facsimile: (01603) 722914
• www.thealarmco.co.uk

•
• Registered in England No. 2739209
• VAT Reg. No. 595 3019 25

Outright Sale and Maintenance Agreement

The following quotation is for a CCTV System and is to be read in accordance with The Alarm Company's specification ref. no. : NH16/1557, Issue Number: 1.

This is to be installed in the following premises:

Sprowston Parish Council
Village Hall
Recreation Ground Road
Norwich
Norfolk
NR7 8EW



- Gainsborough House, Dewing Road
- Rackheath, Norwich Norfolk NR13 6PS
- Telephone: (01603) 722920
- Facsimile: (01603) 722914
- www.thealarmco.co.uk

System Charge

	Total Exc. VAT	VAT @ 20%	Total Inc. VAT
The supply, installation and commissioning charge is:	£1,767.00	£353.40	£2,120.40

Annual Maintenance Charge

All new equipment carries an initial 12 Month Guarantee (see condition 7c). In accordance with DD263:2010 and TS 50131-7, the system MUST be maintained annually. The annual charge includes for preventative maintenance and monitoring (if indicated below).

If this quotation is for extra work to the system, the charge shown below is IN ADDITION to the existing charge.

	Total Exc. VAT	VAT @ 20%	Total Inc. VAT
The annual maintenance and monitoring charge is:	£70.00	£ 14.00	£ 84.00
Monitoring Included:	No		
Type of maintenance cover is:	Basic	Number of maintenance visits:	1

Acceptance

I/We accept this quotation subject to the attached terms and conditions which I/We have read and understand the important details they contain. I also understand that the minimum maintenance period is for three years, annually renewable thereafter. The terms and conditions and this quotation shall form the agreement between us.

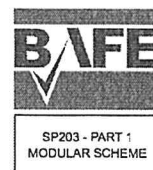
Signature _____ Name (block capitals) _____

Date _____ Position (if Applicable) _____

This agreement is only binding once it has become accepted by the signature of a duly authorised member of the Company's staff.

For and on behalf of THE ALARM COMPANY (NORWICH) LIMITED.

Signature _____ Neil Hanson Date 5/9/2016



1. Interpretation

Definitions:

'the Company' means The Alarm Company (Norwich) Ltd.
'the System' means the electronic security system fitted into the Premises.
'the Premises' means the building into which the System is installed.
'Contract Period' means the period from the installation date until this Agreement is terminated, either hereunder, or by either party giving the other at least 12 months notice in writing, such notice not to expire until either the third anniversary of the installation date or until any later anniversary date thereof.

2. Formation of Contract

The Company shall sell the System and provide other services strictly in accordance with the terms of the quotation over leaf and then subject to these terms and conditions which will govern the contract between the parties to the exclusion of any other terms and conditions and subject to which any such quotation is accepted or purported to be accepted by the Customer.

3. Basis of Agreement

The Company shall sell and the Customer shall purchase the System and the Company shall install the System described in the specification referred to in and for Charge referred to in the Quotation over leaf. The System will be installed in accordance with recommendations contained in the relevant British Standard pertaining to the specified equipment current from time to time.

4. Access and Installation

(a) The installation charge is agreed upon the basis that full and free access to the Premises during normal working hours is provided within 30 days from the date of dispatch of this agreement to the Customer. If access is not available within this period, the Company reserves the right to review the installation charge and to make additional labour charges. The Company shall not be liable for any delay in the installation beyond our reasonable control.

(b) For the purposes of payment pursuant to clause 7, the System will be deemed complete and accepted by the handing of the control Code/Key to the Customer notwithstanding any work to be carried out by B.T. and/or other third party contractors. Our installation date will be conclusive evidence thereof.

5. Maintenance

(a) The Company shall inspect and test the System in accordance with the current relevant British Standard for preventative maintenance, and shall issue an inspection certificate to the Customer detailing the condition of the System after each visit.
(b) The Company shall provide preventative maintenance (as specified in clause 5a) and an Emergency 24 Hour stand-by facility for the maintenance charge referred to at clause 7b. below and over leaf for the minimum Contract Period (subject to clauses 6a. and 6b.).
(c) If comprehensive maintenance cover is specified over leaf the Company will provide at no additional charge all incidental calls to the system including necessary engineers attendance and replacement of equipment resulting from fault or normal deterioration except in the circumstances in condition 9f.
(d) The Company's guarantee specifically excludes Lamps, hard drives, Batteries, Computer Software, obsolete equipment, video tubes and heads, locking devices and other general consumable items.

6. Termination

(a) The Company shall be entitled to terminate this Agreement if :
-the Customer commits any breach of this Agreement and in the case of a breach capable of remedy fails to remedy the same in 30 days receipt of a written notice giving particulars of the breach and requiring it to be remedied.
- in the event that the Customer goes into liquidation, makes a voluntary arrangement with its creditors or becomes subject to an administration order, becomes bankrupt, an encumbrancer takes possession or a receiver is appointed over any of the property or assets of the Customer.
(b) The termination of this Agreement, howsoever caused shall be without prejudice to any antecedent rights. The Customer shall forthwith pay to the Company the total of all future Maintenance and Monitoring charges which would have been payable had this Agreement continued to the earliest date on which the Customer could have terminated this Agreement by notice and other sums then accrued due hereunder.

7. Price and Payment

(a) The Company shall be entitled to invoice the Customer on or at any time after any goods or services are provided by the Company to the Customer and the date of any invoice shall be the due date of payment.
(b) The Customer shall pay the Company :
- The price of the System and installation charge and the first years Maintenance charge on the System in exchange for the control keys/code.
- A subsequent maintenance charge on each anniversary of the installation date.
- Any charge made from time to time by the Police or Local Authority on the Company in respect of the System.
(c) The Company will use all reasonable efforts to rectify any defect appearing in the System without charge where such defect arises within 12 Months of the installation date (save where the same results from the act, neglect or default of the Customer or of any third party or any circumstance beyond the Company's control and provided the Customer has notified the Company of the defect within 14 days of becoming aware of the same and has complied with its obligations hereunder).
(d) Where the attendance of the Company's engineer is requested and/or required for any reason whatsoever (apart from normal maintenance inspections or under any guarantee of the Company) the Company reserves the right to make such charges as it considers reasonable for labour (including traveling time) and materials. All fees may vary from time to time.
(e) The Customer shall obtain and pay for the connection to, and the rental of, the telephone line and associated equipment for the transmission of signals to the Police or other Authorities, if such is required. This figure is not included in the quotation.
(f) At any time after the first anniversary of the Installation date the Company may increase the maintenance charge by giving at least one months written notice stating the increase and the date from which the increase shall be effective and payable from the Customer. If the Customer informs the Company in writing within the one month period of reasonable objection to such increase the Company shall have the right to terminate the agreement on the first anniversary of the installation date occurring after the date of receipt the objection from the Customer or to continue this agreement on the terms in force before such notice including this condition.
(g) All payments made by the Customer shall have Value Added Tax added to them at the

current rate and such VAT will be payable by the Customer at the same time the other payments are due.

8. Failure to Pay

(a) If at any time payment due from the Customer to the Company is overdue for a period of 21 days or more the Company shall not be bound to perform any of its obligations hereunder. The Customer shall pay all sums on the due date or on demand as the case may be. If an account is not paid within 21 days of delivery of the invoice, the Company shall be entitled to charge interest on the account (including any disbursements and VAT) from the date of invoice at a rate of two percent per month, both before and after judgment.

(b) Until payment is made in full the System remains the property of the Company and we reserve the right to repossess the System in the event of default, and the Customer grants the Company irrevocable license to this effect.

9. Customer Obligations

The Customer shall throughout the Contract Period:-

(a) afford the Company, its servants or agents full and free access to the premises on weekdays during normal working hours, and at other times if the circumstances so require, to enable the Company to perform its responsibilities hereunder.
(b) notify the Company forthwith in writing upon agreeing to dispose of the Premises or any part thereof and at the same time inform the Company of the name and address of the person to whom such disposal is to be made.
(c) not adjust, reset, repair, alter or interfere in any way with the System or any part thereof.
(d) use and operate the System with reasonable care to insure its proper and efficient operation.
(e) notify the Company by telephone confirming such notification by letter of any defect appearing in the System or of any repairs which appear to be necessary and permit the Company to take such steps as the Company thinks fit to remedy such defects or make such repair.
(f) pay for the cost of any work or reset to be carried out to the System due to damage by fire, storm, tempest, flood, riot and civil disturbance, break-in, attempted break-in, accident, nuisance, mistreatment of the System or persistent accidental operation.
(g) immediately notify the Company by telephone confirming such notification by letter of any proposed structural alteration to the Premises or of any modification of the telephone installation affecting the System or in the case of movement detection devices of any alteration to the layout or fittings of the Premises or of any major movement of contents.

10. Exclusion of Liability

(a) The System is intended as set out in the Company's specification only to reduce the risk of loss of or damage to the Premises to the extent that is reasonably practicable by use of such equipment and the Customer expressly acknowledges such a limitation. The Company gives no undertaking to the Customer that the System will prevent any loss by burglary, theft or otherwise and the Company does not guarantee that the particular loss, damage or injury can and will be prevented by such use.
(b) The Company is not an insurer of the Premises, the property or the persons therein. The Company's charges are not related to the value of the premises or the property in or on the premises which the Customer alone is able to ascertain. The Customer accordingly undertakes to keep comprehensively insured such Premises and property and persons in or on the premises.
(c) The Customer agrees and confirms that it is, in the light of clause 10b, reasonable that the Company shall not through negligence, breach of contract or otherwise be liable for any loss or damage to the Premises or property therein or thereon caused by burglary, breaking and/or entering, theft, robbery, malicious damage, riot or commotion or any unauthorised entry by reason of failure of the System to operate correctly by reason of inadequacy of design, installation or maintenance of the System or by reason of failure to transmit signals between the System and the Police howsoever caused. Nothing in this Agreement shall be construed as avoiding the Company's liability for death or personal injury caused by its own negligence.
(d) The Company shall not (whether for negligence, breach of contract or otherwise) be liable for any indirect or consequential loss.
(e) The Company shall not be liable for the cost of redecoration or reinstatement or for any damage to or the cost of relaying floor coverings or for any breakages or other damage arising from the installation, alteration, maintenance or repair of the System or any part thereof unless it is established the same arose from the negligence of the Company, its servants or agents and that the same was reasonably avoidable.

11. Variations

(a) No terms or representations expressed or implied other those embodied in this Agreement shall be binding upon the Company unless accepted by the Company under the hand of a director in writing.
(b) Any alteration or extension or modification to the System shall be subject to the terms of this Agreement and shall be carried out at the Customer's expense. Each such matter is described over leaf as an additional protection item, and will be governed by these terms and conditions.

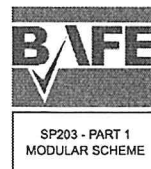
12. Assignment

The Company shall be entitled to assign all or any of its rights hereunder, and to perform any of its obligations through subcontractors. At any time during the Contract Period the Company may substitute for the equipment or any part thereof for the time installed other equipment of a similar or greater efficiency or where necessary to comply with any requirements, recommendations, bye-laws or regulations of the Police, Public or Local Authority or National Regulations or Laws at the time being in force and the terms of this Agreement shall apply to such substituted equipment.

13. Miscellaneous

(a) Any notice required to be given by one party to the other should be in writing addressed to the other party at the address over leaf. Any notice served personally shall be deemed received when delivered, any notice sent by first class post shall be deemed received 48 hours after posting.
(b) No waiver by either party of a breach of this Agreement shall be considered as a waiver of any subsequent breach of the same or any other provisions. This Agreement constitutes the entire Agreement between the parties relating to the subject matter hereof and supersedes all previous contracts or other understandings between the parties or their assigns.
(c) This Agreement should be governed by the laws of England and Wales and the party submit to the exclusive jurisdiction of the English Courts.

Surveyed By: Neil Hanson
Specification No: NH16/1557
Dated: 5/9/2016
Issue Number: 1



Specification

**Sprowston Parish Council
Village Hall
Recreation Ground Road
Norwich
Norfolk
NR7 8EW**

The following design is for a CCTV System intended to comply with National Security Inspectorate Code of Practice NCP 104: Issue 2 (Design, Installation and Maintenance of CCTV Systems) including the requirements of BS EN 50132-7: 1996, with particular reference to clause 7.11 of NCP 104(2).

Where appropriate, locations will be described as being front or rear and left or right as seen by an observer standing outside and facing the front of the premises. The Alarm Company installations will be subject to inspections by the National Security Inspectorate (NSI).

Attention is drawn to the Data Protection Act 1998 and the Information Commissioner's Office CCTV Code of Practice 2008. By Law the customer may be responsible for registering the system with the Information Commissioners' Office. Information can be obtained from the Information Commissioner's Office: Website: www.ico.gov.uk

Please find attached the quotation to supply and install the proposed CCTV system to help protect the Sprowston Pavilion roofing and area. I have allowed for 3 cameras but the Recording unit will allow for 8 cameras so if required the system can be extended. we will require two sockets for the monitor and the recording unit, all cables will be run in trunking.

Fixed Internal Vandal Resistant Camera Number 1, This unit is to monitor the Thatched roofing and the flat roofs at the rear.
A vandal resistant Turbo Hikvision DS-2CE56D5T-(A) VFIR full HD fixed colour/mono day/night camera in a mini dome enclosure is fitted.

The camera comprises:

A 1/3" CMOS colour camera 1080P, 1 Lux/0.5 Lux, 12V dc, 2.8mm, F2 auto iris lens and is housed inside a vandal resistant flat dome casing.

The above camera is fitted at the rear of the complex on the eaves above the Ladies and Gents changing rooms.

Fixed Internal Vandal Resistant Camera Number 2, This is to be located on the right side of the boiler room facing the side wall
A vandal resistant Turbo Hikvision DS-2CE56D5T-(A) VFIR full HD fixed colour/mono day/night camera in a mini dome enclosure is fitted.

The camera comprises:

A 1/3" CMOS colour camera 1080P, 1 Lux/0.5 Lux, 12V dc, 2.8mm, F2 auto iris lens and is housed inside a vandal resistant flat dome casing.

The above camera is fitted on the boiler room to monitor persons that might climb the walls onto the flat roof..

Fixed Internal Vandal Resistant Camera Number 3, This is to be located on the corner of the changing room to monitor the front of the pavilion

A vandal resistant Turbo Hikvision DS-2CE56D5T-(A) VFIR full HD fixed colour/mono day/night camera in a mini dome enclosure is fitted.

The camera comprises:

A 1/3" CMOS colour camera 1080P, 1 Lux/0.5 Lux, 12V dc, 2.8mm, F2 auto iris lens and is housed inside a vandal resistant flat dome casing.

The above camera is fitted the front changing room.

8 Channel HD Video Recorder

The DS-7308HQHI-SH is a high performance Turbo full HD digital video recorder (DVR) supporting up to 8 analogue or HDTV cameras and 2 IP cameras. The DVR is compatible with the Hikvision Management software and provides seamless inter operability with Hikvision devices.

Compression H.264, MPEG-4, MJPEG

Recording Resolution Main stream: 1080P (non-real-time) / 720P / WD1/ VGA / 4CIF / CIF; Sub-stream: WD1(non-real-time) / 4CIF(non-real-time) / CIF / QCIF / QVGA

Mode Manual, Schedule (Continuous/Event), Event (Pre/Post)

Overwrite Modes Selectable (Stop/Continuous) 720p or 1080p Recording

Real Time Multi-Channel Playback

Features

User Friendly GUI & E-MAP Facility

Built-in Web Server & Client Software

Support External Storage with Max. 64TB via Storage or 16TB with eSATA

Mobile Phone Viewing (Blackberry, iPhone, Android)

The Turbo HD DVR is fitted in the small store in the Pavilion.

Important Note Regarding Remote Access

This unit has the capability to transmit images from the CCTV system to the internet. We have allowed to configure your own router by opening ports to enable this facility. To do this you will need to provide the administration name and password for the router. If your router is not capable of allowing the unit to transmit the images, we can not be held responsible and you will need to provide an alternative unit. Please let us know if you want this facility.

Digital Recorder

A Seagate 3.5" 4TB Surveillance HDD High Capacity is fitted inside the recorder. The Seagate 3.5" 4TB Surveillance HD is specifically designed for CCTV systems to give a longer life and consistent performance.

Monitor

The CCTV system is viewed by an WBOX 22" colour high resolution (1980 x 1080 @ 75 Hz) monitor with the following features:

This professional grade widescreen LED 22" color monitor offers BNC, VGA & HDMI inputs. With an additional BNC looping output its versatility will allow it to work for any application. Boasting full HD 1920 x 1080p resolution this monitor will make your video come to life.

BNC, VGA, HDMI Inputs

Purpose: Management of CCTV system; reviewing recorded images.

Location: Adjacent to the Digital Video Recorder.

Important installation Notes

We have allowed for access up to 3M height, if powered access or special access equipment is required the main contractor is to provide this. It can be provided by us at an additional cost (unless shown in the specification above).

It is very important that this specification is read in conjunction with the applicable clauses in the attached installation notes. Where applicable The Alarm Company reserves the right to employ subcontractors, in accordance with the NSI code of practice (Management of Subcontractors). This occurs where specialised skills from allied trades may be required. At the time of preparation, no hazardous materials, chemicals or substances or HSE risks were identified. The costs stated in our quotation reflect the situation and scope of the works specified at the time of specification. If our understanding of the site conditions are incorrect or the site conditions change, we request the Customer advises The Company in writing so that we may reassess the situation. Where a change in the site conditions are identified either by our own personnel or the Customer, this may result in an increase in cost and/or refusal to undertake certain areas of specified work. We also request that the Asbestos Register is shown to our engineer on arrival to site *before* work commences. Please note if hazardous materials are identified by either party while work is being carried out, we reserve the right to cease work, only reconvening upon receipt of written confirmation that the hazardous materials have been removed or made safe.

Mains Connection

An unswitched 230 VAC mains 3A fused spur and patress is required adjacent to our control panel and/or power supply unit positions.

Important Note: Please arrange for your electrician to provide this electrical connection, it has not been included in our price.

The electrical contractor is to provide ALL necessary trunking, conduit and tray systems and these are not included in our quotation.

Judy Leggett Telephone 01603 429986
Email judy.leggett@norfolk.gov.uk
Member of Norfolk County Council (NCC)
For Old Catton Division
(Old Catton and Sprowston West)

September Newsletter

Mile Cross Recycling Centre

The opening hours have been changed; the centre will now be open:-

09:00 - 19:30 1 April to 30 September

09:00 - 17:00 1 October to 31 March

Work of the Council

After a quiet August, the County Council will be facing the challenges of a new Government with a new policy direction, Norfolk & Suffolk devolution proposals and County Council budgets. Also this month the Children's Services Committee will discuss the structure of educational provision across Norfolk, including Academies, pupil place sufficiency, establishment of free schools and school reorganisation. Whilst the Environment, Development and Transport committee will receive a paper on the issue of Ash die back in Ash trees on the verges of Norfolk roads.

Potholes and Pavement problems

Potholes and problems with pavements can be reported using the Norfolk County Council website www.norfolk.gov.uk select 'report a pothole' on the first screen. You are then invited to register. If you do this, you can then check the status of the problem you are reporting (it is not essential to register.) Then select potholes or highway damage from the drop down menu on the subsequent screen.

Schools

Norfolk Schools provisional results for "A" Level, 74% of entries achieved A*-C grade.

For GCSE it was 61% per pupils achieved A* to C grade in both Maths & English, this is an improvement on last year.

Congratulations to pupils and staff of White Woman Lane schools for their results in Key Stage 2(KS2) which were above the national average in Reading and Maths. KS2 results are not directly comparable to test results from previous years which were under a different system of assessment.

Police issue warning about bogus callers

Police are urging residents to be vigilant following a number of suspected bogus caller incidents in recent weeks.

24/7 library? Norfolk's got an app for that

Norfolk County Council's library service has launched Spydus Mobile, a free app that residents can download onto their smartphone or tablet to access library services and manage their membership at any time, "on the move".

The app allows users to search for books, place holds on interesting items,

download e-books and e-audio books, keep track of their library account and manage their loans.

Congratulations to all young people who were awarded their certificate and medal for taking part in the summer reading challenge run by Norfolk Libraries.

Walking Festival

Following the success last year, the Walking Festival is returning in October 2016. The Festival will run from 22 October until 30 October and will celebrate the opening of the new section of the Norfolk Coast Path (from Sea Palling to Hopton-On-Sea) and mark the 30th anniversary of the National Trails in Norfolk (the Peddars Way and Norfolk Coast Path).

Events will be taking place countywide providing fantastic walking opportunities in the Broads, the Brecks and on the coast, and will include a variety of walks, talks and family activities. Further information about the festival, event listings and booking details are available at www.norfolkwalkingfestival.co.uk

11th September 2016

Report from Councillor John Ward

Broadland District Council

The final allocation of the new Saffron affordable homes at Woodland Place, Pinetrees Road has now been confirmed. The site has delivered 39 affordable flats, 17 of which have gone to those with a local connection.

Broadland District Council are offering grants to community and voluntary groups for projects that improve the life of Broadland residents. There are three levels of grants available which can range up to £3000. Full details at www.broadland.gov.uk/grants

Norfolk County Council

The results of the Norfolk-wide Devolution Consultation have now been published and these show a majority to be in favour of the proposals and also a majority in favour of an elected Mayor. The final decision on whether to proceed will be taken by the Districts and the Counties in the last week of October and first week of November with Norfolk County Council voting at their Full Council meeting on 3rd November 2016.

The Norwich to Wroxham road will be closed at Wroxham Bridge on Sunday 25th September 7am-7pm.

The ongoing drainage works will result in Bewit Road being closed for 118m from its junction with Cere Road from 22nd-28th September.

105 is the new free phone number to report power cuts or get information on them. This number can also be used to report damage to power lines or substations.

COUNCIL MEETING – 21 SEPTEMBER 2016

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 PHASE 4 BLUE BOAR LANE SKATE PARK PROPOSAL

Further to discussion with this Council and Norfolk Homes, resultant in a unilateral undertaking for a skate park at Blue Boar Lane the following sequence of events are presented to the Council.

18 May 2016 residents objecting to a skate park at Blue Boar Lane presented their objections to the Council which were circulated to Members.

A meeting was held hosted by Norfolk Homes with residents of their development who have since joined an online petition against the proposed skate park development at Blue Boar Lane. A presentation was made to Norfolk Homes from one resident and this is enclosed for information. The meeting was attended by Town Council Members. The main request by objectors is that the Council and Broadland District Council “find a more suitable location for a skate park”, listing six areas of concern shown in the letter from residents, previously circulated at the Council meeting.

There is also an online petition in favour of the skate park proposal, a copy of a few of these are attached for information.

A letter, attached, has been received from Norfolk Homes. A planning application would be required to progress the skate park and Norfolk Homes would seek that this is applied for by this Council fully funded by Norfolk Homes. Broadland District Council would as part of the planning application process would require consultation with all parties.

Norfolk Homes have made two counter offers to the Council, in view of the opposition by residents at their development:-

- that if the Council considers that a skate park were to be relocated they would support this to the sum of £100K; or
- under the current Unilateral Undertaking, to provide £100K of which £50K to the Town Council for use in the Sprowston area and £50K (or the cost of suggestions) to be offered to the residents for use at the site, with the residue being awarded to the Town Council.

Attached, is a background paper with site photographs and further information taking into account the objections raised by residents to the Blue Boar Lane site. Other site options are included for information.

Recommendation: to instruct the Town Clerk.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report.

PLANNING AND TRANSPORTATION

5.1 Campaign to Protect Rural England

Attached, for Members consideration are three letters from CPRE Norfolk; Greater Norwich Local Plan (GNLP); Norfolk and Suffolk Devolution Consultation; and New Housing Targets.

Option: to instruct the Town Clerk on the Council's response.

ENCLOSURES

- 6.1.1** Suffolk and Norfolk Association of Local Councils response to the Consultation on Devolution for the two counties
- 6.1.2** Broadland District Council Parish Pages September 2016 – Issue 69
- 6.1.3** Letter of condolence on the death of Cllr John Bracey from Chloe Smith MP
- 6.1.4** Letter from Gavin Barwell MP Minister for Housing and Planning, DCLG



**June Hunt
Town Clerk**

Sprowston Town Council

Background Paper regarding the Proposed Skate Park at Blue Boar Lane Sprowston

This paper is intended to help inform Councillors with a decision regarding the siting of a skate park at Blue Boar Lane, Sprowston. The paper will include:

- Introduction
- The community need for a skate park within Sprowston
 - Council resolutions
 - Potential users
 - Distance and access to similar skate parks in the wider area
- Site identification including pros and cons
 - Site Plan
 - Proximity to residential homes
 - Acoustics/Noise levels
 - Design Mitigations
 - Access
 - Anti-Social Behaviour
 - A review of other potential locations within Sprowston
- Conclusions

Introduction

Some people feel that skateboarding is just a phase which will go out of fashion and that young people will grow out of it but it's been around since at least the 1970's and shows no sign of losing its appeal. National research shows that it's growing more popular every year and it has been estimated that there are around 1 million skateboarders, skaters and BMX-riders in the UK. Skateboarding will be an Olympic sport for the 2020 games in Tokyo.

Skate facilities can encompass a wide range of uses including: skateboards, inline skating, roller boots, scooters, snakeboards and BMX and can provide a valuable outlet for young people's energy – young people who are often too old or too young for other more traditional facilities. They want to “hang out” and explore their growing freedoms with their friends and don't always want to be organised or attend formalised activities. Skate parks can provide a facility which encourages young people to practice and develop their skills, socialise with their friends in a safe environment and help them to keep fit. Levels of obesity in Broadland (17.4% year 6, 25.1% adults (NCMP 2011/12)) are higher than the Norfolk average.

The Blue Boar Lane site has become the favoured site as the open space area is due to be handed over to the Town Council as part of the Unilateral Undertaking with Norfolk Homes, the developer of Manor Reach. The Town Council have a long-held ambition to provide a skate park and in June 2015 it was agreed that Norfolk Homes would contribute £100,000 to provide one within this open space.

The open space was originally designated for a play area for 10 to 16 year olds – this skate park is designed to cater to this age range so fits the 'play area for 10 to 16 year olds' objective. There are a number of parents with young children in support of the skate park who would like to take their children here to learn, so it is anticipated that most of the adults that would attend would be parents (see additional document).

Community Need

The skate park will meet a long-held aspiration in Sprowston to provide enhanced facilities for young people.

Consultation with young people

Following a comprehensive consultation in 2006, in 2013 the Council undertook another consultation with young people, via households and schools. They expressed an overwhelming need for more activities and somewhere of their own to use. Young people with the help of Sprowston Youth Engagement Project (SYEP) have set up a website in favour of the skate park and, at week ending 5th August 2016, there had been a combination of 810 signatures on paper and online petitions. Although, not all of these signatures are from Sprowston residents; there has been support from the wider skating community, there are around 400 signatures from Sprowston residents. The school also sent out the petition but the young people will now have to wait until September to get the results of this.

Potential users

The number of signatories, as above, shows a high demand from the young people of Sprowston. In addition, the High School is larger than average with around 1,620 pupils (Ofsted 2013). 16.39% of the Sprowston population is aged 0 – 17 year old (approx. 2,000 children and young people) (ONS 2012).

Distance and access to similar skate parks in the wider area

Manor Reach residents have cited five other skate parks in the area for alternative usage. These range from 1.4 to 3.8 miles away. However, these would not be easy to regularly access for Sprowston's young people. The nearest skate park is at Heartsease but this facility is mainly constructed of metal and is in a poor state of repair (see below).



Local identity is an important issue that is often overlooked by adults who cannot understand why young people want another facility when there is one 2 or 3 miles away. Research has shown that young people will travel to other facilities but they can often feel like outsiders, intimidated or unsafe and want a facility that they can call their own, easily accessed, be proud of and have ownership of. They will travel to other sites for a change of scene and to stretch their skills but will naturally use their local facility to practice and to socialise with their friends.

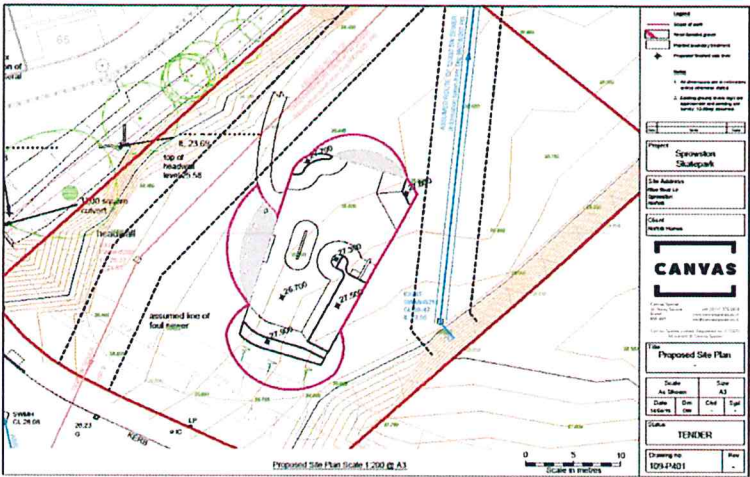
Objecting residents have asked "why can't resources be used to make improvements to one of these facilities that already exist". However, the contribution arising from Manor Reach development (Section 106 monies) can only be used in the locality i.e. Sprowston.

Site Identification

The selection of a suitable site is very important and care should be taken at an early stage to ensure that the chosen location is appropriate.

A petition by residents of Manor Reach (139 supporters 08/08/2016) states that the location is not suitable due to its proximity to homes and that the facility would have an adverse effect on house prices. A search for evidence has shown no substance to this claim - in all areas house prices are affected by the national economic climate. Additionally, green spaces improve the facilities for residents and desirability of the location. Other objections are that Blue Boar Lane is too busy and poses a safety issue for skaters and that skaters wanting to drive to the skate park will access the park via the residential estate. Because it is important that the provision of a skate park is not at the expense of the amenity of neighbouring residents, the issues raised will be further looked at in the section below.

Site Plan



Proposed layout of skate park showing easements

The siting of the skate park within the open space is restricted by drainage which runs under the open space.



Proposed layout of Skate Park

The proposed skate park is not large – it is approximately 20m x 10m and the highest piece of equipment (quarter pipe) is 4ft high. Compared to the facility at Eaton Park, Norwich this is a small and fairly basic facility which will primarily serve and satisfy the needs of a younger age group.

CANVAS, the company chosen by Norfolk Homes to design and build the skate park offer a highly experienced and specialised service for the public and private sectors. They design and build concrete skate parks, designed to be heavily maintenance free and which comply with all relevant standards, including the Royal Society for the Prevention of Accidents (RoSPA).

Proximity to residential homes

- Recommendations can be found at Fields in Trust – ‘Planning and design for outdoors sports and play’ which provides guidance on the design of skate parks and BMX tracks as ‘Neighbourhood Equipped Areas for Play’ (NEAPs). The document provides a general recommendation to incorporate a minimum buffer zone of 30m between activity areas and nearby dwellings. Housing is approximately 37m away.

The following photograph shows the open space site.



Ditch and hedge between Jobie Wood Close's residential properties and the open space (aspect from Blue Boar Lane end of pedestrian walkway – summer foliage)



Ditch and hedge between Jobie Wood Close's residential properties and the open space (aspect from Jobie Wood Close end of pedestrian walkway – summer foliage)

Acoustics/Noise levels

Aside from the proposed skate park the open space will generally generate a level of noise, determined by:

- Young people using play areas
- Noise from play equipment
- People using the field for 'kick abouts', games or picnics
- People walking dogs, includes; shouts, whistles and dog barks.



New all-age Play area being built (close proximity to housing)

At the Blue Boar Lane location residents report issues with the traffic noise from cars using the Tesco superstore, noisy delivery lorries, the recycling centre and anti-social behaviour associated with the Tesco car park (mopeds and 'boy racers') so there are already moderate ambient noise levels.

- A report from a Waveney Council facility shows that noise from the skateboarding facility at maximum occupancy ranges between 36 dB and 48 dB LAeq and is higher than the background noise by up to 13 dB. The character of skateboard noise means that it will be audible at the nearby locations but is not significant in terms of level.
- The report also finds that football noise ranges between 40 dB and 50 dB LAeq. Football noise is higher than the background noise by up to 14 dB. Therefore, noise from skateboarding facilities is generally found to be lower than noise from football. Football matches occur regularly at

Sprowston's Recreation Ground and there have been no complaints concerning noise from this activity.

- Noise from a skate park should not exceed 55 dBs to avoid causing a nuisance to residents.
- An assessment at Eaton Park in Norwich to measure typical activity noise shows: "The primary source of noise from the skate park was impulsive noise from skateboards landing from jumps. Noise from grinds on railing and edges was also prominent but less frequent and lower in level than skateboard landing noises. There was some talking but no shouting or anti-social behaviour. In terms of vocal noise, football tends to lead to much higher levels of speech and shouting than many other sports and activities including skateboarding, and that residents' concerns about noise from skateboarding is often influenced by concerns over anti-social behaviour rather than over noise from the skateboarding itself".

Design Mitigations

- (Waveney Council) "to reduce noise levels from the skate park to nearby residences use a noise barrier such as an earth bund or solid close boarded timber fencing approximately 1.8 metres high around the skate park. Such a barrier would be expected to provide a noise reduction of around 7dB provided that this completely cuts the direct line of sight between the noise source and the receiver. This would be a significant reduction in noise although it is likely that noise from the skate park would still occasionally be audible above background noise even with a noise barrier in place. Noise from the skate park is likely to be most noticeable in the evenings when residual noise levels from other sources are lowest. Any acoustic barrier does need to be carefully designed if it is to provide useful and effective reduction in noise emissions so the applicant would need to provide detailed designs and calculations demonstrating that their proposed barrier will provide a minimum attenuation of 7dB."

What could be done to mitigate at the Blue Boar Lane site?

- The facility could be sunk into the ground to reduce the visual impact and assist noise reduction – it should not rise higher above ground than 750mm. Drainage of the site and facility would need to be considered.
- Sound deadening features i.e. earth bunding. Planting - foliage doesn't attenuate sound but can be used to screen the bunding and the facility, and deter young people from standing on the bunding.
- Solid fencing is not recommended as it could encourage graffiti and be used as a ball wall.
- Research the optimal surface material:
 - Steel is cheap to repair but slippery in wet conditions and gets very hot in the sun. Failed joints can be dangerous with sharp edges occurring through wear. Noisy and rusts.
 - Concrete (Pre-cast & freeform) is durable and difficult to damage. It is quiet and cheap to maintain. It has the disadvantage of being unforgiving to fall on; most equipment cannot be moved and is the most expensive surface.
 - Wood has a good riding surface and is quiet but wears out quickly, is easily damaged and is slippery in wet conditions and can warp in wet weather.
 - Composite material provides a good riding surface and is weather tolerant. However, it can be burnt, is costly to repair and is prone to warping in severe weather conditions.
- Lighting: although some users may be keen on having lighting at the site, this may not be practical, needed or desirable. Sprowston Town Council does not intend to provide lighting and expects that the lack of lighting will naturally restrict the hours of use.
- A full acoustic assessment ought to be carried out as part of a detailed design stage.
- Obtain a more detailed design plan from Norfolk Homes and CANVAS.

Access

Access to the site is good. There are pavements both sides of Blue Boar Lane and there is a light controlled crossing close to the site. Traffic going into Tesco's is slowed by the 2 roundabouts and the road has a 30 mph speed limit. Visibility is good.



Pedestrian access from Jobie Wood Close

The above photograph shows the pedestrian access from the residential estate. It is envisaged that this is primarily the access for residents and their children. To lessen access nuisance for residents an access from Blue Boar Lane would need to be provided. Parents wanting to drop off their children at the skate park would be more likely to stop/park at Tesco's than negotiate the small, winding roads of the estate, especially if the main access point to the park was off Blue Boar Lane.

Anti-Social Behaviour

One of the biggest fears of the residents is that the skate park will lead to an increase in anti-social behaviour. However, research shows that boredom and alienation are the most common factors for bad behaviour and this is when problems can begin – provision of the skate park would provide activity and a much needed facility for this age group.

There are also concerns amongst local residents that the skate park will bring older youths into the area, who might engage in anti-social behaviour and be a bad influence on their children. To some extent building a smaller skate park will avoid attracting skate park 'tourists' to the area but many reports from other skate facilities show there is a culture of mutual support and comradeship amongst skaters and older more experienced skateboarders act as very good role models for younger teenagers. It is worth considering how to design out any potential anti-social behaviour issues - this has to some extent been explored already but some further mitigating factors are:

- Involving young people in planning and designing the facility so that there is a sense of ownership. Users will often self police a facility that they have campaigned for, been involved in and worked to develop. SYEP and Broadland Youth Advisory Board are helping with this process.
- Purchasing the most robust equipment possible and using tamper proof fixings; this may be slightly more expensive initially but will provide savings in the long term as there will be lower maintenance costs.
- Getting expert advice from the Police Community Safety Unit – this site is favoured by the Police as it is visible from many sides and natural surveillance will be maximised - thus deterring some of the more offensive behaviours. Police can build positive relations with local young people by making impromptu visits.

- Use of the skateboarding facility will be very low during school hours, in the early morning and after dark.
- There will be no/little activity during wet weather.
- Litter bins will be provided on site.
- Signs should be erected making explicit the behaviours that will not be tolerated, including a telephone number of where to report.

A review of other potential locations within Sprowston

Sprowston Recreation Ground

Owned by Council. This site has a history as a possible skate park location but there has been a Council resolution not to progress this further - a skate park working group presented a report to Council in March 2006 to provide a skate park at Sprowston Recreation Ground but the motion to provide a scheme at this site (between the grass tennis courts and the 5-a-side pitch) was lost. Norfolk Homes have cited the BMX track as a site favoured by the residents of Blue Boar Lane. The latest refurbishment of the BMX track was completed in 2012. The track is well used, a good facility and welcomed by the public so removing it would not be a favourable option.

Part of the Edwards Road Car Park could be used, but the reduction of car parking spaces could cause concern particularly with regard to school parking. The Council would need to re-look at the suitability of this site for it to become a possible alternative location.

Sparhawk Park

Owned by Council. There is a current works area at the front of the park which could have a change of use. However, this is overlooked by residents who have managed to obtain a resolution that the park closes at 8pm each evening – monitoring behaviour via open visibility of the skate park would be an issue. Therefore, not recommended as a suitable site.

Wilks Farm Drive Open Space

Owned by Council. This is a residential open space accessible only through the estate – monitoring behaviour via open visibility of the skate park would be an issue. Therefore, not recommended as a suitable site.

Barkers Lane Open Space

Owned by Council. This has been identified in the Sprowston Neighbour Plan as the 'green heart' of Sprowston and the Council are keen to keep this designation. Monitoring behaviour via open visibility of the skate park would be an issue. Therefore, not recommended as a suitable site.

White Woman Lane Open Space

Owned by Council. This is a residential open space accessible only through the estate – monitoring behaviour via open visibility of the skate park would be an issue. Therefore, not recommended as a suitable site.

Field opposite Sprowston Diamond Centre

Owned by Council. Half of this area would need to be used for car parking when the development of the Diamond Centre is in progress. The size of the field limits the amount of paying usage with its main use being training for football. The full extent of possible usages of this area will need to be discussed at a Council meeting. Possible alternative site?

Harrisons Woodland

Currently under development, owned by Consortium. A skate park in this location would require the felling of trees. Therefore, not recommended as a suitable site.

White House Farm Development

Open space allocated for football pitches with tennis courts. Exploration of intended NEAPs might lead to a space being available. Possibilities could be explored.

Conclusions

- There is a clear need and demand for the provision of a skate park – Councillors have resolved to provide one and a large number of young people are in support
- Norfolk Homes funding is providing a unique opportunity to achieve this long held ambition
- On balance, the Blue Boar Lane site has more pros than cons i.e. good accessibility, good natural surveillance of the site and funding in place
- A number of design mitigations need to be considered, as outlined in the discussion above
- A full acoustic assessment ought to be carried out as part of a detailed design stage
- Obtain a more detailed design plan from Norfolk Homes and Canvas
- Consider purchasing the most robust equipment possible and using tamper proof fixings
- To lessen access nuisance for residents an access from Blue Boar Lane would need to be provided
- Develop a partnership approach with the Police and involve young people in planning and designing the facility so that there is a sense of ownership
- Consider the recommendations regarding other potential sites within Sprowston
- Monitor the facility once it opens.

Additional paper: Document not already circulated

- Statements in favour of Skate park at Blue Boar Lane, Sprowston